

**Town Council Meetings
Held in Town Council Chambers
21 Water Street**

AGENDA

Special Council Meeting

**August 14, 2023
5:30 PM**

Executive Session

Council enters into Executive Session with the Town Manager, the Town Attorney and the Airport Director, for the purpose of discussing an economic development opportunity where premature disclosure of the information would prejudice the position of the Town, pursuant to Title 1, Section 405(6) C.

Adjournment

Location: Town Office, Council Chambers
21 Water Street, 2nd Floor

Viewing on: Pioneer Cable – Channel 400
Spectrum Cable – Channel 1301

Public Participation thru Zoom: Meeting ID: 856 7271 4460
NO PASSCODE NEEDED
CALL-IN: 1-929-205-6099

AGENDA

Regular Council Meeting

**August 14, 2023
6:00 PM**

Pledge of Allegiance

Public Comments

I. Minutes: Regular Council Meeting of July 10, 2023 postponed until July 24, 2023, Special & Regular Council Meeting of July 24, 2023.

II. Old Business:

**A. (S070223-1) The Town of Houlton ordains the transfer of \$51,975 from the Undesignated Fund Balance to pay for the Gentle Memorial Building chimney repair.
(Public Hearing)**

**B. (070123-8) The Town of Houlton ordains the transfer of up to \$400,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Town Manager certifies that this is in the best interest of the Town.
(Public Hearing)
[Will update closer to commitment.](#)**

III. New Business

**A. (080123-1) Council approves the presentation of the 2024 Long Range Program (Capital Plan), which is subject to funding through the budget process. (Note: The document in its entirety is available for review at the Town Office during normal business hours.)
(Public Hearing)
[This process is an annual requirement of the Charter.](#)**

**B. (080123-2) Council accepts the State of Maine Community Development Block Grant (CDBG) Program funds for a Housing Assistance Grant in the amount of \$500,000 on behalf of Bartlett Group, LLC, pending completion of the Project Development Phase, and accepts any public comments to be submitted as part of this Phase. (Note: The purpose of the funds for Bartlett Group, LLC is to rehabilitate 28 housing units at Bartley Gardens)
(Public Hearing)**

C. (080123-3) Council approves the application to Operate a Taxi in the Town of Houlton by Barbara A. Ganem d/b/a Shiretown Taxi Inc., as recommended by the Police Chief.

Currently there is no local taxi service in the community.

D. (080123-4) Council approves the application to Operate a Taxi in the Town of Houlton by Alayna Broad d/b/a L & L Transportation, LLC., as recommended by the Police Chief.

Currently there is no local taxi service in the community.

E. (080123-5) Council authorizes that the Airport Development Tax Increment Finance District's captured assessed value percentage be reduced from 100% to 5% for the 2023 fiscal year.

This is done annually.

F. (080123-6) Council authorizes the Town Manager to apply for financial assistance under provisions of the Bureau of Parks and Recreation Snowmobile Fund (MRSA Title 12, Chapter 220, Subchapter 8, Subchapter 1893-3) for the maintenance of the Town of Houlton's snowmobile system.

This is an annual process that assists the clubs in maintaining the trails.

G. (080123-7) Council accepts the donation of \$1,600 from the Houlton International Flying Club for the Just for Kids Playground.

Thank you for this donation.

H. (080123-8) Council approves the streetlight request for Weeks Street.

See memo from Chief Deluca.

I. (080123-9) Council approves the streetlight request for Columbia Street.

See memo from Chief Deluca.

J. (080123-10) Council reappoints Donna Barnard as a member of the Personnel Board of Appeals for a 5-year term.

Thank you for your willingness to serve.

- IV. Discussion and Reports**
- A. Town Manager's Reports**
- B. Councilors' Remarks**
- V. Adjournment**

**Special Council Meeting
July 24, 2023 postponed until July 31, 2023**

Chairman Robinson called the meeting to order at 5:55 pm with all councilors present.

I. New Business

A. (S070223-1) Councilor Lake introduced the following: The Town of Houlton ordains the transfer of \$51,975 from the Undesignated Fund Balance to pay for the Gentle Memorial Building chimney repair.

Chairman Robinson noted that the First Reading would be held at the July 24, 2023 Regular Meeting that was postponed until tonight, July 31, 2023 and the Public Hearing will be held on August 14, 2023.

Adjournment: On motion by Councilor Tortello, seconded by Councilor Lake, the meeting adjourned at 5:56 pm with all in favor.

**Regular Council Meeting
July 10, 2023
Postponed until July 24, 2023, postponed until July 31, 2023**

Chairman Robinson called the meeting to order at 6:00 pm with all councilors present.

Public Comments

Chairman Robinson recognized Marie Carmichael, Parks & Recreation Director on her retirement after working for the town for 41 years. He congratulated her and thanked her on behalf of the Council.

Councilor Tortello read a message of thanks and gratitude to Marie for her years of service. (see attached)

I. **Minutes:** It was moved by Councilor Tortello, seconded by Councilor Lake that the minutes of the Regular Council Meeting of June 26, 2023 be approved as presented.

All were in favor of the minutes.

II. **Old Business:** None

III. **New Business**

A. (070123-1) Chairman Robinson declared the Public Hearing open on the following: Council approves execution of the application to the Department of Public Safety by American Dream Restaurants, LLC, d/b/a Pizza Hut located at 136 North Street, for renewal of their liquor license.

There being no public comments, The Chairman closed the Public Hearing.

It was moved by Councilor Lake, seconded by Councilor Tortello to approve the order.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

B. (070123-2) Chairman Robinson declared the Public Hearing open on the following: Council approves execution of the application to the Department of Public Safety by Market Pizza, LLC, d/b/a Market Pizza located at 23 Market Square, for renewal of their liquor license.

There being no public comments, The Chairman closed the Public Hearing.

It was moved by Councilor Tortello, seconded by Councilor Lake to approve the order.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

C. (070123-3) Chairman Robinson declared the Public Hearing open on the following: Council approves execution of the application to the Department of Public Safety by Shiretown Motor Inn LP d/b/a Downunder Sports Pub/Shiretown Health Club (Lessee) located at 282 North Street, for renewal of their liquor license.

There being no public comments, The Chairman closed the Public Hearing.

It was moved by Councilor Lake, seconded by Councilor Tortello to approve the order.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

D. (070123-4) It was moved by Councilor Tortello, seconded by Councilor Lake that Council accept the 2023 FY2021 Edward Byrne Justice Assistance Grant of \$9,716 for the Police Department.

Police Chief Deluca stated that this was an annual grant that is applied for and will be used for equipment. He stated that he would like to use it to purchase three new radar units for the cruisers.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

E. (070123-5) It was moved by Councilor Tortello, seconded by Councilor Lake that Council authorize the use of up to \$62,000 from the American Rescue Plan Act Funding for enhanced cybersecurity measures at the Police Department.

Town Manager Anderson thanked Councilor Horvath for looking over the proposal. She stated that previous inspections have resulted in concerns about security.

Councilor Tortello asked how this company was chosen. Anderson replied that this is the same company that we purchased our Zoom equipment from and the company has been doing some IT work at the Police Station. Anderson explained that there were requirements and criteria for doing any type of IT work at police stations.

Chief Deluca explained some of the difficulties the Police Station has had with antiquated equipment. He stated that the Department has been breached in the past and how important cybersecurity is.

Councilor Tortello stated that she felt this would be money well spent. She asked about some of the renewal fees in the proposal and questioned if those would be added to the Police Department's budget. Deluca replied yes.

Councilor McLaughlin asked if the company was aware of the past breach and if this software would rectify the problem. Deluca answered yes.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

F. (070123-6) It was moved by Councilor Tortello, seconded by Councilor Lake that Council accept the \$2,500 donation from the Rotary Club of Houlton for the purchase of ice skates.

Town Manager Anderson stated how grateful she was for all this organization does.

Councilor McLaughlin thanked them for this donation.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

G. (070123-7) It was moved by Councilor Tortello, seconded by Councilor Lake that Council accept the donation of \$100 from William & Eileen Frisby for the Houlton Fire Department.

Town Manager Anderson thanked them for this donation.

Councilor Tortello also thanked them for their generous donation.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

H. (070123-8) Councilor Lake introduced the following: The Town of Houlton ordains the transfer of up to \$400,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Town Manager certifies that this is in the best interest of the Town.

Chairman Robinson noted that the First Reading would be held at the July 24, 2023 Regular Meeting that was postponed until tonight, July 31, 2023, and the Public Hearing will be held on August 14, 2023.

IV. Discussion and Reports

A. Streetlights

Town Manager Anderson stated that two requests had been made for additional streetlights. She reminded everyone that at some point several streetlights had been removed to decrease the streetlight bill.

Chairman Robinson recognized Gabriel Golban who resides at 3 Weeks Street and has requested a streetlight. He stated that there were no streetlights along Weeks Street between Court Street and Avon Street and he felt that was a safety concern.

Chairman Robinson stated that Ritchie Lynds had also requested one on Columbia Street.

Councilor McLaughlin thanked Mr. Golban for sharing his concern.

Councilor Tortello suggested looking through historical records to see what criteria had been used to remove the streetlights.

Chief Deluca stated that he would like to meet with the people requesting streetlights and assess the situation and would report back to Council at the next meeting.

B. Town Manager's Reports

Town Manager Anderson stated that the fly-in event over the weekend had been a success and that 23 planes had come in. She stated that \$1,600 had been raised at the event for the Just For Kids program. She thanked all the staff that participated in making this event happen. She stated that many road projects were happening around town. She asked that everyone be patient during

these projects. She stated that she was awaiting a decision from the FAA on leasing at the airport for non-aviation use.

C. Councilors' Remarks

Council will save for the postponed July 24, 2023 meeting which will immediately follow this one tonight.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor Tortello, the meeting adjourned at 6:36 pm with all in favor.

**Regular Council Meeting
July 24, 2023 postponed until July 31, 2023**

Chairman Robinson called the meeting to order at 6:36 pm with all councilors present.

Public Comments

None

I. **Minutes:** None

II. **Old Business:**

A. (S070223-1) Chairman Robinson held the First Reading on the following: The Town of Houlton ordains the transfer of \$51,975 from the Undesignated Fund Balance to pay for the Gentle Memorial Building chimney repair.

B. (070123-8) Chairman Robinson held the First Reading on the following: The Town of Houlton ordains the transfer of up to \$400,000 from the Undesignated Fund Balance for the purpose of reducing taxes. The Town Manager certifies that this is in the best interest of the Town.

Councilor Tortello asked if there was an anticipated date for when tax bills would be going out. Town Manager Anderson replied that it is typically in August or September.

Councilor Peters asked if this was to keep the mil rate down. Anderson replied yes.

Councilor McLaughlin stated that she appreciated this with the potential of higher tax bills this year.

III. **New Business**

A. (070223-1) Chairman Robinson declared the Public Hearing open on the following: Council approves the application for a Victualer License for Ken Ervin, d/b/a Tori's Cakes and Bakes located at 14 Charles Street.

There being no public comments, The Chairman closed the Public Hearing.

It was moved by Councilor Tortello, seconded by Councilor Lake to approve the order.

Town Manager Anderson welcomed the new business.

Councilor Torres stated that this was for Mr. Ervin's daughter Tori, who was a talented cook.

Councilor McLaughlin wished the business luck.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

B. (070223-2) It was moved by Councilor Tortello, seconded by Councilor Lake that Council reappoint Nason Graham as a member of the Zoning Board of Appeals for a 3-year term.

Town Manager Anderson thanked him for his willingness to serve.

Councilor Tortello also thanked him for serving and stated that we were fortunate to have people willing to serve on the Town's boards and committees.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

C. (070223-3) It was moved by Councilor Lake, seconded by Councilor Tortello that Council reappoint Carl Lord Jr. as a member of the Zoning Board of Appeals for a 3-year term.

Town Manager Anderson thanked him for his willingness to serve and stated that he was a valuable member as he brings much knowledge to the board.

Councilor McLaughlin also thanked him for his willingness to serve.

Vote to approve the order was taken as follows: Councilor McLaughlin, yes; Councilor Horvath, yes; Councilor Torres, yes; Councilor Peters, yes; Councilor Lake, yes; Councilor Tortello, yes.

The order passed.

D. (070223-4) It was moved by Councilor Tortello, seconded by Councilor Lake that Council authorize the Town Manager to execute the Maine Municipal Association Voting Ballot for the Election of MMA Vice President and Executive Committee Members. (Note: List of candidates available at the Town Office during normal business hours.)

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

E. (070223-5) It was moved by Councilor Lake, seconded by Councilor Tortello that Council accept the resignation of Recreation Director Marie Carmichael effective July 31, 2023.

Town Manager Anderson stated that it had been her pleasure to work with Marie and will miss her.

Councilor Tortello stated that although she was sad to see Marie get done, she felt the Parks and Recreation Department was in the capable hands going forward under Marie's replacement, Owen Gallop.

Councilor McLaughlin thanked Marie for her service and also thanked her on behalf of all the children who participated in programs at the Rec during Marie's time as Director. She welcomed Owen Gallop on board.

Vote to approve the order was taken as follows: Councilor Tortello, yes; Councilor Lake, yes; Councilor Peters, yes; Councilor Torres, yes; Councilor Horvath, yes; Councilor McLaughlin, yes.

The order passed.

IV. Discussion and Reports

A. Town Manager's Reports

Town Manager Anderson read off the available positions for the November election and let everyone know that nomination papers were available at the Town Office. She stated that she had received notification from Charter Communications that cable bills would be increasing, and the letter was available at the Town Office if anyone wanted more information. She stated that the town had received a draft of the 2022 Audit and would provide copies to Council if they wanted one.

Department Reports

No discussion.

B. Councilors' Remarks

Councilor Torres stated the Chamber of Commerce is getting ready for Potato Feast Days and reminded everyone that the Peanut Parade is Wednesday, August 2nd at 10:00 am and the Peanut Carnival is Thursday, August 3rd at 6:00 pm.

Councilor Horvath stated he had attended a Gateway Ambassadors meeting. He stated their purpose is to promote Houlton and showcase what life is like here. He encouraged anyone who is interested in supporting this group to do, either directly by becoming an ambassador or indirectly by helping them further their goal.

Councilor McLaughlin stated that she thought the Props and Pistons event over the weekend was phenomenal. She stated that she had received lots of positive feedback. She thanked everyone that has been involved with the flowers around town and commented on how great they looked. She thanked the Houlton Water Company for all they do, but continued that there were still utility poles with too many wires and she feels it's unattractive to the Town. She would like to know if there is a limit to how many wires a pole can have and if there's a way to balance making everything work without them being an eyesore.

Councilor Tortello referenced the recent letter sent to all water customers of the Houlton Water Company. It included the latest water quality report. The report shows the Town has excellent water. Tortello noted that the results indicate PFAS are at very safe levels. This is especially favorable news for Town residents as excessive PFAS are a problem in many other communities in Maine and throughout the US.

V. Adjournment: On motion by Councilor Lake, seconded by Councilor McLaughlin, the meeting adjourned at 6:55 pm with all in favor.

IIA

MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301, Beaver Cove, Maine 04441

12074789248

INVOICE June 20, 2023

Marie Carmichael, Director
Houlton Parks & Recreation
128 Main Street
Houlton, Maine 04730
& Town of Houlton Maine

Project: Gentle Memorial Building chimney replacement

Total amount due: \$49,475.00 per original agreement.

Thank you for the opportunity to be your contractor!

Brock Starbird
MHC Owner/ Project Manager
Maine Highlands Contracting
12074789248
www.contractingmaine.com
bstarbird@contractingmaine.com

Final
\$51,975

MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301, Beaver Cove, Maine 04441

12074789248

INVOICE #2 June 20, 2023

Marie Carmichael, Director
Houlton Parks & Recreation
128 Main Street
Houlton, Maine 04730
& Town of Houlton Maine

Project: Gentle Memorial Building chimney replacement

As discussed onsite there was a change in scope, find photo attached. We were originally told and discussed that there is fire brick on the interior of the chimney so this is what we planned on and ordered for project. This was not what we discovered once opened up. There was an extremely rare, large, and heavy flue system. We had to match inner workings of the functioning system. We sourced the rare materials, ordered, drove to Kittery with a trailer and picked them up and brought to jobsite. The extra work extended boom lift time, added labor was needed to lift and install these. With added labor, added material costs, boom lift time, travelling to get etc. our cost is approximately \$5,000.00. This is an unforeseen expense by all parties so I want to be fair and help all I can. Please consider splitting this expense with us.

Change in scope total amount: \$2,500.00

Thank you for the opportunity to be your contractor!

Brock Starbird
MHC Owner/ Project Manager
Maine Highlands Contracting
12074789248
www.contractingmaine.com
bstarbird@contractingmaine.com





HOULTON POLICE DEPARTMENT



97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323

Taxicab Business Application

New Renewal

Business Name: SHIRETOWN TAXI INC.

Address: 912 COURT ST HOULTON ME 04730
Street City/Town State Zip code

Email: BARB@3385GMAIL.COM Phone: _____

Owner(s) Information

1. Name: BARBARA A GANEM ME Driver License #: _____

a. List any past criminal convictions or indicate "none": NONE

b. Copy of driver license provided? Yes / No

2. Name: _____ ME Driver License #: _____

a. List any past criminal convictions or indicate "none": NONE

b. Copy of driver license provided? Yes / No

Emergency Contact Name: _____ Phone: _____

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Barbara A Ganem
Applicant Signature

7-17-23
Date

Co-Applicant Signature

Date

HPD Office Use Only

Town Council Public Hearing on _____ Approved Denied Total Due \$ _____

Approved Denied - Reason _____

Approved/denied by Chief of Police [Signature] Date: 9/20/2023

If approved, Copy of Taxicab Ordinance received by _____



HOULTON POLICE DEPARTMENT



97 Military Street
Houlton, ME 04730

Phone: 207-532-2287
Fax: 207-532-1323

Taxicab Business Application

New Renewal

Business Name: L & L Transportation LLC

Address: 106 main st Houlton ME 04730
Street City/Town State Zip code

Email: Lk.LA.transport@gmail.com Phone: _____

Owner(s) Information

1. Name: Alayna Broad ME Driver License #: _____

a. List any past criminal convictions or indicate "none": None

b. Copy of driver license provided? Yes / No

2. Name: _____ ME Driver License #: _____

a. List any past criminal convictions or indicate "none": _____

b. Copy of driver license provided? Yes / No

Emergency Contact Name: _____ Phone: _____

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

Alayna Broad
Applicant Signature

7/12/2023
Date

Co-Applicant Signature

Date

HPD Office Use Only

Town Council Public Hearing on _____ Approved Denied Total Due \$ _____

Approved Denied - Reason _____

Approved/denied by Chief of Police Chief [Signature] Date: 7/26/2023

If approved, Copy of Taxicab Ordinance received by _____

Khylee J Wampler

From: Bobbi-Jo Bishop <whynotwrite2me@yahoo.com>
Sent: Monday, July 31, 2023 4:48 PM
To: ALAYNA BROAD
Subject: Letter

To whom this may concern,

I am writing this letter to recommend that you allow L and L Transportation to provide a much needed service to your community.

This company has provided transportation for many in need, in many other communities. They have transported adults and children, with great reviews.

Their drivers are professional, courteous, and prompt when providing transportation to their clients.

L and L Transportation will provide a much needed services in your community and shouldbe granted permission to do so.

Your community thanks you, for allowing this service to provide access to community resources, some may not have otherwise.

If you feel more information is needed to help your decision, please reach out.

Sincerely,
Bobbi-Jo Bishop

[Sent from Yahoo Mail on Android](#)

III G



**Houlton Parks & Recreation Department
Owen Gallop – Recreation Director
128 Main Street Houlton Maine 04730
Tel. 207-532-1310 Fax 207-532-1311**

August 1, 2023

To: Marian Anderson, Houlton Town Manager & Houlton Town Council
From: Owen Gallop, Director Houlton Parks & Recreation

Memo: Request to accept donation

- The Houlton International Flying Club has generously donated \$1,600 to our Just for Kids Playground. We were presented the check at their Props and Pistons Fly-In and Drive-In event on Saturday, July 29. This money will be used to purchase a piece of aviation themed equipment for the playground.

Our department is very appreciative of the donation, and we thank the businesses & individuals that continue to support our ongoing efforts to provide recreation to our community.

III H+I

Khylee J Wampler

From: Tim Deluca <chief.tim.deluca@houlton-maine.com>
Sent: Thursday, August 3, 2023 2:06 PM
To: 'Khylee J Wampler'
Cc: 'Marian L Anderson'; chief.tim.deluca@houlton-maine.com
Subject: Updates

Khylee,

I have reviewed both (2) locations requesting street lights by members of the public. I inspected these two locations last night (August 02 2023) at 10:30 pm. Here are my observations.

1- Request by Gabriel Golban between 1 and 3 Weeks Street. The location near the intersection of Weeks Street and Court Street. The Street lighting on Court Street does not illuminate and is ineffective illuminating any portion of Weeks Street in question. **I do recommend** a street light be placed on the pole between 1 and 3 Weeks Street based on the following observations.

- A- This portion of Weeks Street has no lighting and is dark.
- B- There are no sidewalks.
- C- This section is approaching the intersection of Court Street and is on a moderate grade. Therefore, when turning onto Weeks Street from Court visibility is low.
- D- This location is the only location on Weeks Street that does not have a street light on every other pole.

2- Requested by Ritchie Lynds between 47 and 49 Columbia Street. The location is in a residential neighborhood with no intersections. **I do NOT recommend** an additional Street light based on the following.

- A- No intersection.
- B- Slight Grade.
- C- There is not complete darkness. Two area street lights provide adequate lighting.
- D- Adequate width of the street with for pedestrians.

Let me know if you have questions.

Regards,

Tim